

Minutes of the October 25, 2013, Regular Council Meeting

Call to Order and Flag Salute at 3:30 PM by Mayor Serio

Council in Attendance: Audrey Serio, Gardner Bunting, Bill Weistling, Roy Williams, Todd Smallwood, Gene Langan

Absent: Diane Tingle (Excused)

President's Report

- Mayor Serio stated no report except we are on a Holiday schedule with no meeting in November and the December meeting will be on December 13th at 3:30 PM.

Topics for Discussion and Possible Action

- **Committee and Commission Appointments** - A list of all the Boards and Committees with current members is available online. Rod Kushela is replacing Marsha Fredericks on the Board of Adjustments to complete the 2014 term.
Motion – To approve the Town Commissions and Committees for the 2014 term by Council Member Bunting.
Second – Council Member Langan
Discussion – none
Vote – (6-0)
- **Beach Service and Beach Concession** – Town Manager Burke discussed the bids from the beach rentals and beach concessions for the 2013 season. Each vendor, within their contract was given the option to renew for the next year. We have received correspondence from both vendors; Go Melvo Inc. would like to continue for the 2014 season option for \$11,500 to sell concessions on the State Line beach. Steen Beach Services will withdraw their option for the 2014 season due to overpaying for the 2013 season. Steen Beach Services would consider a re-bid if the town chooses to re-bid.
Motion – Motion made by Council Member Langan to renew with Go Melvo Inc. for the concessions on State Line Beach and to re-bid the rental services for the incorporated beach.
Second – Council Member Bunting
Discussion – Town Manager Burke asked for terms of the re-bid. Council decided on a one-year extension to cover from Lewes Street to the Maryland line.
Vote – (6-0)
- **DNREC Surface Water Matching Planning Grant - Town Manager Burke**
DNREC is now accepting grant proposals for Surface Water Project Planning. Deadline is November 26th at 4:30pm. The Surface Water Grant funded a Storm Water Infrastructure Study which was completed by URS. The funding was provided by that grant last year. The Grant provides a max of \$50,000.00 with ten (10) percent of the funds allowed to be used for administrative costs. DNREC would like the towns and county governments to use some of their money to really clean storm water before it enters the bays. Town Manager Burke said we have two projects in the FY14 budget. He would like the Council to consider approval for him to apply for the grant of \$30,000.00 to conduct engineering surveys on two locations with storm water issues. One project is on West Dagsboro Street

Minutes of the October 25, 2013, Regular Council Meeting

where there is a low area in the road and the other is a drainage issue on Schultz Road. Another issue is on Bay Street which can be done in-house.

Motion – Made by Council Member Weistling to direct Town Manager Burke to proceed with applying for the DNREC Grant for a maximum of \$30,000.00.

Second – Council Member Langan

Discussion – Council Member Weistling stated since the Town has the Vertical Benchmark Survey which identifies the low areas and with the recent storm drainage work the URS did for the Town, he thinks this will pinpoint those areas more.

Vote: (6-0)

- **Bethany-Fenwick Area Chamber of Commerce, Fenwick Flicks Summary – Lauren Weaver**

The Chamber presents three Flicks on the Beach in Fenwick Island and would like to continue to offer this entertainment, but lost money for the last two years. Mayor Serio offered a 50/50 expense support to help offset expenses for the 2014 season. She stated this is being offered in the Town for residents and guests. The Town should help support the movies.

Motion – Made by Council Member Bunting that council fund up to \$2,000.00 toward the Flicks on the Beach to help with expenses.

Second - Council Member Langan

Discussion – Council Member Weistling suggested expenses be capped at \$2,000.00.

Mayor Serio will discuss contract with town lawyer and get back to the Bethany Fenwick Chamber of Commerce in December.

Vote: (6-0)

Approval of Minutes: Motion to approve the Minutes of September 27, 2013, meeting as discussed - Council Member Langan

Second - Council Member Bunting

Discussion – with spelling corrections noted.

Vote: (6-0)

Treasurer's Report:

Council Member Bunting reviewed highlights of Treasurer's Report and transfer from PNC General fund to Money Market Fund to comply with F.D.I.C. Town Manager Burke said that Sombar & Company will present audit report at the December 13th meeting at 3:30 PM. He added that property tax collection to date is 98%, with about \$16,000.00 outstanding.

Motion - Made by Council Member Langan to approve Treasurer's Report.

Second - Council Member Weistling

DISCUSSION – none

Vote: (6-0)

Town Manager Report:

Town Manager Burke reiterated those items included in his written report.

Minutes of the October 25, 2013, Regular Council Meeting

- **Cannon Street Park** – Almost completed with the installation of the paver walkways, completion of the rain garden and sod installation by the end of October. Kayak dock is complete. Project is under budget.
- **Town Hall Sidewalk Improvement Project** – Council awarded the project to Clean Cut Pavers. Project will start once DelDot approves the Safety Permit. Projected completion is November 30th.
- **Information Technology** – This Committee will no longer be Ad hoc. Solution Plus will enhance cyber security systems and develop an IT Capital Plan for budget purposes.
- **Town Management** - Sombar and Company commenced the FY13 Audit. A draft meeting will be scheduled in late October and the final report will be presented at the December Council meeting. The first draft of the Fiscal Year 2014 – 2015 (FY15) Operating Budget was completed. Additional research and meetings with department supervisors will continue through FY14 to refine the FY15 Financial Plan. Town Clerk Poole completed the University of Delaware Municipal Clerk's course; and with assistance of Building Official Schuchman, is learning the financial software and how to process tax payments. Lastly, the FY14 Lifeguard sponsorship has two of advertisers back out of thirteen (13) and their deadline is December 30th at 3:30 PM. Advertising opportunities will be open to the public on Friday, February 28th at 9:00 AM, first come first served.

Department Reports:

- **Building Official** – The September report was included in the meeting packet. Building Official Schuchman reported she issued six outside contractors, one resident merchant license. In October three permits for new construction were issued and two more new construction permits are expected in November.
- **Public Works** – The report was included in the meeting packet. Tank Pad Project underway. Stone Project is ongoing.
- **Beach Patrol** – none
- **Police Department** – The report was included in the meeting packet. In addition, Automatic Defibrillators have been mounted in lobby of the Public Safety Building and the Town Hall. All employees are to be trained in the usage. Property checks will start November 1st. He requested that residents leaving town call ahead so police can check their residences. Cpl. Parsons spent a week offsite on Patrol and Rifle training and successfully completed the course, graduating second in class of 50.
- **Committee Reports:**
- **Beach Committee** – Fenwick Freeze on schedule for January 1, 2014 at 10:00 AM. Council Member Weistling reported that the T-shirt design samples should be available by November 1st.
- **Environmental Committee** – Chair Mary Ellen Langan reported final cigarette count of 1,675. They applied for another grant with the American Lung Association to replace the receptacles that were stolen and repair several others. They want to do more education and outreach at town events so they will be purchasing equipment to get messages to the public on the issues of harmful effects of smoking and littering. In addition, the committee wants to take on a winter project of scanning and shredding the archived records for the Town. The ultimate goal is to shred the papers that are no longer needed and scan the ones we need to keep on disk, CD, etc. The committee seeks to reduce the Town's carbon footprint, or in the case of fire or storm, protect all the Town's records. The committee also suggested any required paper or digital records be moved to the new Public Safety

Minutes of the October 25, 2013, Regular Council Meeting

building. Mayor Serio stated the State provides people to help go through the documents process. Town Manager Burke acknowledged there are state laws to follow regarding requirements that town governments must follow in record keeping and the project would take a good amount of time. The Town has talked about this for a long time and needs to start somewhere. Town Manager Burke also pointed out that there are independent companies to hire that specialize in scanning and compiling or destroying government records. Council Member Williams suggested the public records be separated from private/confidential and legal then council should decide whether to have volunteers or hire a specialist to conduct the project. The Environmental Committee's next meeting will be December 5th at 2:30 PM.

- **Technology Committee** – Chair Gene Langan reported the meeting was on October 9th. A discussion on improving the website concluded that a total redesign should not be done this year. The calendar feature will be added and Town Clerk Poole will be populating it with all upcoming events and meetings, recycling, etc. for every month. The next meeting is on November 6th with concentration on the website and small changes that can make it more user friendly. Facebook and Twitter are still being updated daily.
- **Ad hoc Parking Committee** – Chair Gardner Bunting reported just before last month's meeting it was discovered a right-of-way survey was conducted as part of the recent storm water survey. That information is being gathered for the committee to review before returning to Town Council with further recommendations. Next meeting, November 12th at 10:00 AM.
- **Planning Commission** – No report
- **Charter & Ordinance** – Chair Bill Weistling reported committee met October 8th at 9:30 AM and discussed fencing in the commercial area along Rt. 1. In checking with other town ordinances about commercial fences, they found Rehoboth Beach and Dewey Beach angle their fences at intersections. Committee members are proposing amendments to Town Code that will include requiring sidewalks in the Commercial Zone for all new construction and substantial improvements. They are also considering restricting fences and freestanding structures in front setback areas of the Commercial Zone.

Old Business - None

New Business – Council Member Smallwood reminded everyone that the Sixth Annual Turkey Trot will be held November 28th, starting at 8:00 AM at Lewes Street. Recipient of funds raised this year will be the S.P.C.A. Council Member Weistling questioned since the Spring/Fall Newsletter was cancelled and CRS requirements are usually included in that mail distribution. Building Official Schuchman stated that she was working with Town Manager Burke to complete a mailing before Thanksgiving that would satisfy those requirements.

Public Participation:

- Lynn Andrews – 1205 N. Schultz Rd. – noted that she really loved the new pictures on the website. Great photography. Also wanted to know about a group of wires on street near her house. Looks like wires are coming off the poles, not sure if they are from new construction or where they are going.
- Buzz Henifin – 48 Windward Way – Wires are not from new construction, they are for the current house or a house down the street. The wires are for Comcast.

Minutes of the October 25, 2013, Regular Council Meeting

- Lynn Andrews – 1205 N. Schultz Rd. – Also wanted noted there are other issues blocking the line of site entering the side streets / highway other than things in the right-of-ways.
- Buzz Henifin – 48 Windward Way – Wanted to know what the total cost of the Fenwick Flicks. Mayor Serio stated each flick was \$1,190.00 per event multiple by 3 events equals \$3,570.00 total for the season. The Town is offering to share expenses at a 50/50 split with a cap of \$2,000.00.
- Dick Bowman – The Parking Committee doesn't seem to have any regular people on the list. Mayor Serio stated that council members are regular people and the issues are in the commercial area.
- Buzz Henifin – 48 Windward Way – Stated that at the Parking Committee meetings everyone is allowed to talk and the committee members were very respectful of the residents' input. Council Member Bunting said more members will be added as time goes on, at least two more. If people are interested, please come and participate. Mayor Serio added, "We are listening".
- Mary Ellen Langan – 5 E King Street – Asked who was responsible for cleaning out the handicap area at the ends of the street. Town Manager Burke stated he would research and advise council.

Upcoming Events and Meetings:

Mayor Serio announced all upcoming meetings and events.

- | | | | |
|----|------------------|----------|--|
| a. | November 5 | 9:30 AM | C & O Committee Meeting |
| b. | November 6 | 3:00 PM | Technology Meeting |
| c. | November 11 | | Veterans Day Holiday – Office Closed |
| d. | November 12 | 10:00 AM | <i>Ad hoc</i> Parking Committee |
| e. | November 12 | 2:30 PM | Planning Commission Meeting |
| f. | November 21 | | Yard Waste Collection – Last collection until April 2014 |
| g. | November 28 & 29 | | Thanksgiving Day Holiday – Office Closed |
| h. | December 5 | 2:30 PM | Environmental Committee |
| i. | December 13 | 3:30 PM | Regular Council Meeting |

Motion to adjourn – Council Member Weistling

Second – Council Member Bunting

Meeting adjourned at 4:46 PM

Linda Poole, Town Clerk
for Diane Tingle, Secretary

Minutes of the June 28, 2013 Regular Council Meeting
